# Typaz

**In just 25 hours speeds of 20-40+ words per minute are perfectly achievable, even if you have little prior experience. Comprising 10 lessons, you'll also receive guidance on ergonomics, technique and accuracy.**

## IS THIS FOR YOU?

For anyone who would like to increase their speed and accuracy when using a PC or laptop keyboard. Especially ideal if you work in an Office Administration role.

## ABOUT THIS COURSE

Touch-typing is a skill in high demand, but choosing the right touch typing training is vital. Ours is the very best - and the Pitman Training name on your CV is worth its weight in gold.

With our typaz online course we'll increase your work-rate and help you learn to touch-type at up to 20-40+ words a minute; what a difference that will make to your productivity and daily work!

The typaz software works with you and adjusts automatically to your individual learning path and the course workbook lets you keep the information from your touch typing lessons for reference; a handy guide to your step-by-step progress.

And you can progress even further if you move on to our Effective Business Communications or Microsoft Office courses. Pitman Training also offers a comprehensive range of specialist secretarial diplomas that can help maximise your career and earning potential, such as our highly respected Secretarial Diploma.

With centres in handy locations and a course advisor always on hand to give you help and support when you need it, Pitman Training offers training that's designed to fit around your needs.

## WHAT'S INCLUDED IN THIS COURSE?

You are guided through ten comprehensive and enjoyable lessons in a planned and logical sequence. Each self-paced lesson builds on skills learned in previous lessons and at each step you are encouraged and motivated to continue. At the end of the lesson, the program invites you to have extra practice if desired with the option of an extension exercise.

## AIMS AND OBJECTIVES

A simple but obvious objective of this course – to teach you to touch type quickly and, importantly, accurately. If this is what you're looking for, then this is the course for you!

## PRE-REQUISITES

There are no pre-requisites required for this course.

## CAREER PATH

Excellent typing skills are near enough a mandatory requirement for anyone working in an office administration role. With these types of certifications you can progress to work in roles such as Receptionist, Secretary, Senior Administrator etc.

## COURSE DURATION: 25 HOURS

*(Actual course duration will vary from individual to individual, based on prior skills and application).*

### CPD POINTS: 25

*(Awarded CPD points upon successful completion).*

**To find out more about this or any of our courses, speak to one of our course advisors.**

The best way to predict the future **is to create it.**

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To discuss your current skills and aspirations, or to book your course, call...

# 020 7256 6668

or email: **courses@pitmanlondon.co.uk**

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